

BUREAU OF RECLAMATION  
SIMPLIFIED ACQUISITION DOCUMENTATION MEMORANDUM

TYPE OF ORDER (Check applicable box): <input type="checkbox"/> PURCHASE ORDER <input type="checkbox"/> DELIVERY ORDER <input type="checkbox"/> CONTRACT NUMBER (IF APPLICABLE):					
REQUISITION NO.	QUOTES (Enter on reverse) <input type="checkbox"/> ORAL <input type="checkbox"/> WRITTEN		RFQ NO.		ORDER NO.
DATES <	REQUISITION INITIATED	REQUISITION RECEIVED	QUOTES SOLICITED	ORAL ORDER ISSUED*	WRITTEN ORDER ISSUED

APPLICABLE TO BOTH DELIVERY AND PURCHASE ORDERS

PRICE REASONABLENESS (Check all applicable boxes and explain why the price is considered to be fair and reasonable.)

<b>THIS SIDE FOR PURCHASE ORDERS</b> <input type="checkbox"/> COMMERCIAL CATALOG PRICE (Attach) <input type="checkbox"/> COMMERCIAL MARKET PRICE <input type="checkbox"/> PRIOR REASONABLE PRICES (Same or similar items)	<b>THIS SIDE FOR DELIVERY ORDERS</b> <input type="checkbox"/> UNDER MULTIPLE AWARD FSS: <input type="checkbox"/> AT LOWEST PRICE <input type="checkbox"/> AT OTHER THAN LOWEST PRICE (See FAR 8.405 )
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☐ LOWEST PRICE UNDER COMPETITIVE QUOTES (Enter quotes on reverse.)  
☐ OTHER: \_\_\_\_\_  
EXPLANATION:  
Examples of Determinations:  
  
1. The quoted price of \$\_\_\_\_\_ is \$\_\_\_\_\_ lower/higher (or \_\_\_\_\_% lower/higher) than the price for the same or similar item purchased under PO # \_\_\_\_\_ on date \_\_\_\_\_.  
Therefore based on this comparison, the price is considered fair and reasonable.  
  
2. The quoted price of \$\_\_\_\_\_ is \$\_\_\_\_\_ lower/higher (or \_\_\_\_\_% lower/higher) than the IGCE. Therefore, based on this comparison, the price is considered fair and reasonable.  
  
3. Three Federal Supply schedules contracts for the same or similar items were reviewed. The prices ranged from a low of \$\_\_\_\_\_ to a high of \$\_\_\_\_\_. Since the price for this order of \$\_\_\_\_\_ is \$\_\_\_\_\_ lower/higher (or \_\_\_\_\_% lower/higher) than the lowest reviewed price and \$\_\_\_\_\_ lower/higher (or \_\_\_\_\_% lower/higher) than the highest reviewed price. Therefore, based on this comparison, the price is considered fair and reasonable.

SYNOPSISIZED IN FEDBIZ OPS (Check applicable box.) <input type="checkbox"/> NO (If \$25,000 or above, enter number of the applicable FAR 5.202(a) exception.): _____ <input type="checkbox"/> YES	<input type="checkbox"/> CONFIRMATION (This confirms an authorized oral order.) NAME OF CONTACT: _____
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COMPETITION  
  
NO. OF QUOTES: SOLICITED \_\_\_\_\_; RECEIVED \_\_\_\_\_  
  
If soliciting from a single source, enter supporting data. (See FAR 13.106-1(b) and FAR 8.405-6.)

TYPE OF BUSINESS (Check all applicable boxes. If not being awarded to a small business concern, explain.)  
  
☐ 8(A)    ☐ SB    ☐ SDB    ☐ HUBZ    ☐ WOSB    ☐ VOSB    ☐ SDVOSB    ☐ LB    ☐ OTHER: \_\_\_\_\_  
  
*In addition to the Representations and Certifications, SBA's ProNet website was utilized to confirm and/or obtain this information.*

MANDATORY SOURCES (Item is carried by Federal Prison Industries, Workshops for the Blind and Other Severely Handicapped, Mandatory Federal Supply Schedules, or other mandatory source. Refer to FAR 8.605 for FPI exceptions.)  
  
☐ NO    ☐ YES (Explain why being purchased in the open market.)

ADDITIONAL COMMENTS ON REVERSE

☐ NO    ☐ YES

PREPARED/REVIEWED BY (Signature and Date)

CONTRACTING OFFICER (Signature and Date)

QUOTES RECEIVED	Vendors Submitting Bids					
FIRMS NAME						
ADDRESS						
CLIN 1						
Total Amount						
Less Discount						
Point of Contact						
Phone Number						
Fax Number						
E-mail Address						
DUNS No.						
TIN No.						

CIRCLE AMOUNT OF EACH ITEM AWARDED.

Analysis.



RESPONSIBILITY DETERMINATION		
Pursuant to FAR Subpart 9.1, the following data was obtained and analyzed for the purpose of making an affirmative responsibility determination. Since this acquisition requirement is being accomplished using FAR Part 13, Simplified Acquisition Procedures, and in accordance with FAR 13. , the documentation used is kept to the minimum required to satisfy FAR Subpart 9.1 requirements.		
Responsibility Criterion		Analysis
<input type="checkbox"/> Adequate financial resources to perform the contract or the ability to obtain them. [FAR 9.104-1(a)]	<input type="checkbox"/> D&B has assigned the proposed awardee a rating of :  <input type="checkbox"/> The contractor has adequate financial resources to perform the work of the ability to obtain them:	
<input type="checkbox"/> Is the Contractor listed on the "List of Contractors Indebted to the United States"? [FAR 9.104-1(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No List Dated:	
<input type="checkbox"/> Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments; (FAR 9.014-3(b))		
<input type="checkbox"/> Satisfactory performance record. [FAR 9.104-3(c) and Subpart 42.15]	<input type="checkbox"/> This contractor has performed satisfactorily on previous contracts with the Bureau of Reclamation.  <input type="checkbox"/> This contractor has performed satisfactorily on previous contracts with other organizations.	
<input type="checkbox"/> Satisfactory record of integrity and business ethics. [FAR 9.104-1(d)]	The Contractor's name <input type="checkbox"/> is <input type="checkbox"/> is not on the "List of Parties Excluded from Federal Procurement on Nonprocurement Programs" dated _____	
<input type="checkbox"/> Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [FAR 9.104-1(e)]		
<input type="checkbox"/> Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them [FAR 9.104--1(f)]		
<input type="checkbox"/> Be otherwise qualified and eligible to receive an award under applicable laws and regulations. [FAR 9.104-1(g)]		
<input type="checkbox"/> Acceptable Bond. If construction, is the Bond Indemnifier listed in the current Department of Treasury Circular 570. [FAR 9.104-1(g)]	<input type="checkbox"/> N/A <input type="checkbox"/> yes <input type="checkbox"/> no  <input type="checkbox"/> Alternate method of bonding acceptable.	
<input type="checkbox"/> Definitive Responsibility Criteria. [FAR 9.104-1(g)]	<input type="checkbox"/> The solicitation did not contain definitive responsibility criteria, therefore, therefore, there were no additional qualification or eligibility requirements used to evaluate the proposed awardee.  <input type="checkbox"/> The proposed awardee meets the following definitive evaluation criteria:	
<input type="checkbox"/> Additional Facts & Analysis:		
Based on the responsibility standards at FAR 9.104-1, as supported by the analysis provided above, it is the determination of the Contracting Officer, that the proposed awardee is a responsible contractor		
PREPARED BY (Name & Title)	CONTRACTING OFFICER (Signature)	DATE